



Lakota Community Mailers - Printing & Fulfillment
Request for Quotes

Lakota Local Schools is seeking services for the printing and mailing of its four community mailers planned for distribution during the 2022-2023 school year. This includes:

- (2) Community newsletters (August 2022 & January 2023)
- (1) Quality Profile (September 2022)
- (1) Financial Prospectuses (April 2023)

If you wish to provide a quote for both printing and mailing services, please provide a separate one for each – or one quote that clearly itemizes the two services. Please also provide a production timeline for printing and/or distribution from the time you receive final art, including the opportunity to review at least one proof. If you do not provide mail house services, please include in your quote a delivery fee to the selected mail house, if applicable.

For each service, we will select the vendor that can deliver a quality, cost-effective product in the most timely manner. Our intent is to use the same vendor(s) for all four publications.

All quotes must be submitted to Lauren Boettcher at lauren.boettcher@lakotaonline.com **by Friday, July 8, 2022 at 5 PM**. We will notify all bidders of our outcome by Tuesday, July 12, 2022.

Print Specifications:

Page Count:

- 16-page booklet (1-Quality Profile)
- 8-page booklet (1-community mailer & 1-financial prospectuses)
- 4-page booklet (1- community mailer)

All Other Specs (same for all 4 pieces):

- finished size 8.5" x 11"
- stapled booklet
- full color w/ bleed
- 80 lb. satin stock text paper (or similar quality)
- Projected quantity: 48,500 printed
- Delivery fee to mail house, if applicable

Mailing/Distribution Specs:

- Direct mailer sent by postal carrier routes to all residents and businesses in West Chester and Liberty townships.
 - *Note: Extra run is for additional distribution by Lakota Local Schools.*
- If bidding on mailing service, quote should include non-profit postage estimate.